



# Job Seeking **Skills Workshops**

Open to All Job-seeking Customers

**July 2013**

Workshop	Date	Time	Location
<b>EMPLOYMENT ESSENTIALS:</b> Learn strategies and tips to develop better job searching skills, identify your skills, network, write a resumé and interview.	July 2, 16, 30	12:00 PM–4:00 PM	Brigham City EC
	July 9, 23	9:00 AM–1:00 PM	Brigham City EC
	July 1, 15, 31	12:00 PM–4:00 PM	Logan EC
	July 3, 8, 17, 22, 25, 29	9:00 AM–1:00 PM	Logan EC
	July 10	9:00 AM–1:00 PM	BATC Logan
	July 18	9:00 AM–1:00 PM	Garden City EC
<b>EMPLOYMENT ESSENTIALS LAB:</b> Must attend Employment Essentials Workshop as a prerequisite.	July 2, 30	9:00 AM–11:00 AM	Brigham City EC
	July 16	9:30 AM–11:30 AM	Brigham City EC
	July 9, 23	2:00 PM–4:00 PM	Brigham City EC
	July 8, 17, 22, 29	2:00 PM–4:00 PM	Logan EC
<b>ASSERTIVE COMMUNICATION:</b> Learn communication styles, how to be direct, listening skills, how to express thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.	July 10 and 11	9:00 AM–1:00 PM	Brigham City EC
<b>FEDERAL APPLICATIONS:</b> Learn how to navigate the federal employment application process. Learn the tips and techniques to become a highly qualified candidate.	July 16	8:30 AM–9:30 AM	Brigham City EC
	July 3	1:00 PM–2:00 PM	Logan EC

To schedule one-on-one practice interviews, call 866-435-7414

To sign up for any of our **NO COST** workshops, register at [jobs.utah.gov/jobseeker](http://jobs.utah.gov/jobseeker) and select “Attend a Workshop” from the bottom menu to register.

#### Locations

- Brigham City EC  
138 W. 990 S.
- Logan EC  
180 N. 100 W.
- Garden City EC  
69 N. Paradise Parkway  
Bldg. B #224
- BATC Logan  
1301 N. 600 W.

**Plan to arrive 10–15 minutes before the workshop begins. Workshops **start** at the scheduled time. With respect to customers who arrive on time, **late-comers will be asked to reschedule.****

**Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)**

*Equal Opportunity Employer/Program* Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.